

# Career SoftSkill Essentials™

## Appearance


© 2002 First Edition



# Appearance

## Section 1: Before You Begin


1. What work skills from this checklist do you have?
2. \_\_\_\_\_ I wear neat, clean clothes that are appropriate to the workplace.
3. \_\_\_\_\_ I select basic jewelry for the work setting.
4. \_\_\_\_\_ I practice personal cleanliness.
5. \_\_\_\_\_ I groom my hair daily.
6. \_\_\_\_\_ I know which hair and nail colors are job appropriate.
7. \_\_\_\_\_ I cover tattoos and body piercing.



# **Appearance**

## **Section 1: Continued**


2. Which of these skills would you like to improve or develop?
  - \_\_\_\_\_ Wears neat, clean clothes that are appropriate to the workplace.
  - \_\_\_\_\_ Selects basic jewelry for the work setting.
  - \_\_\_\_\_ Practices personal cleanliness.
  - \_\_\_\_\_ Grooms hair daily.
  - \_\_\_\_\_ Knows which hair and nail colors are job appropriate.
  - \_\_\_\_\_ Covers tattoos and body piercing.



# Appearance

## Section 2: Information about Skills on Checklist


- Employers have expectations about employee personal appearance.
- Some companies have an official dress code that must be followed.
- Certain types of clothing and jewelry are unsafe on the job.
- Good personal grooming habits are important in the workplace.



# Appearance

## Section 2: Information about Skills on Checklist continued

- Grooming includes neatness, clean body, and combed hair.
- Certain hair and nail colors, tattoos, and body piercing that are acceptable in a social setting may be unacceptable at work.




# Appearance

## Wears Neat Clean Clothes Appropriate to the Workplace

This means that in the workplace:


- You should consult the company manual for the dress code.
- Clothes that are appropriate for recreation or a social setting may not be appropriate for the workplace.
- Clothes that are tight, short, low cut in the front/back, or baggy should not be worn to work.
- T-shirts with words or pictures that could offend others are never to be worn on the job.



# **Appearance**

## **Wears Neat Clean Clothes Appropriate to the Workplace continued**

- **Clothes and shoes should be neat and clean.**
- **Your appearance conveys a company image.**
- **When you wear neat clean clothes that are appropriate to the workplace, you have an essential career soft skill.**



# Appearance

## Selects Basic Jewelry for the Workplace Setting

**This means that in the workplace:**

- **Wearing too much jewelry to work can be distracting.**
- **When doing certain jobs, jewelry can cause personal accidents and injuries.**
- **Many companies have policies limiting types and amount of jewelry that can be worn.**
- **When you select basic jewelry for the workplace, you have an essential career soft skill.**





# Appearance

## Practice Personal Cleanliness

**This means that in the workplace:**





- **Your health, as well as the health of others, depends on your practices of personal cleanliness.**
- **Grooming is done on a daily basis.**
- **Daily grooming helps prevent offensive body odor and bad breath.**
- **Clean clothes and clean underclothing are part of grooming.**
- **Some jobs, particularly in the food industry, require hand washing.**




# **Appearance**

## **Practice Personal Cleanliness continued**

**This means that in the workplace:**

-  **Trim and clean fingernails.**
-  **Fingernail polish should be fresh and a conservative color.**
-  **Men should shave daily. Men with beards, should keep them trimmed and clean.**
-  **When you practice personal cleanliness, you have an essential career soft skill.**




# Appearance

## Hair Grooming and Hair Color

**This means that in the workplace:**

- **Hair should be washed regularly.**
- **Some hair colors are acceptable in social or recreational settings, but unacceptable on the job.**
- **Some company manuals clearly state that certain hair colors, such as blue, green, orange, pink, etc., are not permitted.**
- **When you groom your hair, you have an essential career soft skill.**



# Appearance

## Tattoo and Body Piercing

**This means that in the workplace:**


- **It is better for a tattoo to be covered.**
- **Company policies prohibiting tattoos should be followed.**
- **Pierced ears for women are acceptable.**
- **Pierced ears for men are becoming more acceptable, but men should check company policy before wearing earrings to work.**



# **Appearance**

## **Tattoo and Body Piercing continued**

- **Face and body piercings are not acceptable in most workplaces.**
- **When you follow company policy concerning tattoo and body piercing, you have an essential career soft skill.**




# Appearance

## Section 3: Scenario/Case Study

Each morning Joan has to get her child ready for school, pack lunches, and get herself ready for work. She rushes through personal grooming.

There rarely seems to be enough time to spend on herself. So Joan usually skips the morning shower. She rarely has time to do her hair.




# **Appearance**

## **Scenario/Case Study continued**

**Joan grabs clothes at the last minute. Usually the outfit is not pressed and sometimes the clothes are not clean. Her make-up can be a little sloppy.**

**Joan has been passed over for several promotions even though she does her job well. She is not sure why other people are promoted and she still has the same job.**




# Appearance

## Section 4: Applying What You Know

1. **What skills does Joan need to develop?**
  - \_\_\_\_\_ Wears neat, clean clothes that are appropriate to the workplace.
  - \_\_\_\_\_ Selects basic jewelry for the work setting.
  - \_\_\_\_\_ Practices personal cleanliness.
  - \_\_\_\_\_ Grooms hair daily.
  - \_\_\_\_\_ Knows which hair and nail colors are appropriate.
  - \_\_\_\_\_ Covers tattoos and body piercing.






# Appearance

## Section 4: Applying What You Have Learned

2. What are some things that Joan can do about her appearance to increase her chances for a promotion?




# **Appearance**

## **Section 5: Skill Review**

**List at least three things you learned or skills you have improved from this module.**

**Congratulations, you have successfully completed the Appearance soft skill module.**



# Appearance

## Section 5: Skill Review continued

•  
The following will help you with your appearance:

- Wear neat, clean clothes that are appropriate to the workplace.
- Select basic jewelry for the work setting.
- Practice personal cleanliness.
- Groom hair daily.
- Know which hair and nail colors are appropriate.
- Cover tattoos and body piercing.